



Columbia County School District Job Description

Position Title: Purchasing Supervisor		
Department: Business Office	Evaluation Instrument: Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade R	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Financial Officer		

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business or related field.

Experience: Minimum of three years of experience in a business environment with emphasis on purchasing duties. Must be proficient in Microsoft applications; familiar with file/data formats; transmitting data over the network; and an overall knowledge of computer and networks.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

JOB FUNCTION: The purchasing supervisor is responsible for identifying the most cost effective and efficient method to purchased products and services that benefit the school district.

- Secures bids, requests for proposals, requests for information, and price quotes in accordance with Policy DJED and Procedure DJED.
- To develop and revise bid specifications for product and services for the school district and maintain a current updated file for product and service specifications.
- Establishes and maintains an up to date list of qualified vendors.
- Negotiates and establishes beneficial vendor relationships for the entire school district.
- Reviews all purchase orders, purchasing card payments, and requests for payments to ensure that all schools and departments follow policy and procedure and expenditures are appropriate.
- Communicates with the schools, departments and vendors of current awarded bids, quotes, or vendor relationships.
- Maintains an annual bid calendar that provides timelines for annual bid items and is communicated to all interested parties.
- Maintains a current website that identifies all purchasing procedures and manuals.
- Manages the P-card program, electronic purchase order process, and provides training for staff as needed regarding to software and procedures.
- Establishes and maintains acceptable standards and business practices for vendors wishing to conduct business with the school system.
- Represent the school system and Board of Education with high ethical standards.
- Performs other duties as assigned by the Chief Financial Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: July 2013